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SUGGESTIONS RESULTING FROM 3-5 JUNE 1964
SUPPORT OFFICERS CONFERENCE

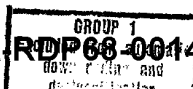
EXCEPTIONS:

- 25X1A
2. 1. Conduct periodic field survey of manner in which Stations apply regulations and delegations of authority. *[redacted] working on proposal.*
 3. 2. Delegate to Chiefs of Station ^W authority for acquisition and disposal of vehicles.
 3. 3. Delegate to Chiefs of Station authority to approve claims for personal loss or damage up to \$100.
 2. 4. Delegate to Operating Officials, rather than Chiefs of Station, authority to approve the providing of household furnishings in quarters occupied by employees receiving quarters allowance. *(See draft of furniture reg.)*
 3. 5. Delegate to Logistics Service Division authority to approve the issue of Class A furnishings and the renovation of space in Headquarters' building.
 2. 6. Delegate to Operating Officials authority to waive six month time limit on dependents travel and shipment of household effects in connection with PCS travel. *(SSA preparing request for reg amendment and accompanied baggage)*
 3. 7. Delegate to Operating Officials authority to approve dependent TDY with employee.
 3. 8. Establish standards and criteria for definition of dependents; delegate authority to Operating Officials for dependent travel.
 3. 9. Raise level at which overtime may be approved or establish FY dollar limit by major component.
 2. 10. Standardize pay and leave scales for contract dependents overseas, but allow differential pay rates for certain areas. *(CSPO has draft of reg in process)*
 3. 11. Study the duties of Chiefs of Support to identify areas where more authority might be delegated.

HOUSING:

1. 1. Follow cover practices, but insist on getting support due from cover organization.
3. 2. Establish an Agency housing allowance rate which exceeds the standard Government rate by a fixed percentage, such as 20% excess authorized by AID.

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3. 3. Develop Agency housing allowances at Headquarters on an annual basis.
3. 4. Adjust housing allowances in terms of number of dependents.
2. 5. Ship personal furniture when not inconsistent with cover; provide items not normally available. *See furniture req proposal*
2. 6. Provide ^{for} transportation allowance to cover cost of draperies, rugs, etc. *Under study by OGC*
3. 7. Consider an allowance system which would eliminate the need for book-keeping.

LIAISON:

2. 1. Headquarters Administrative liaison with other Government agencies regarding policy matters should be handled by single office, i.e. Immediate Office of DD/S. *Being done to some extent at least*
1. 2. Direct lines of communication should be established at working level for working problems not involving policy. *Is already the case in most components*
1. 3. Within limits of security, we should cultivate others in Government who are witting and friendly to Agency objectives. *Should be the case now.*

ADMINISTRATIVE WORKLOAD

- 25X1A
3. 1. Increase our use of Headquarters' based [REDACTED] type administrative operation as presently employed by AF Division.
 2. 2. Institute checkbook type monthly accounting. *Proposal being studied by ADDP.*
 3. 3. Provide area division with opportunity to resolve prospective suspensions from field accountings before these suspensions are referred to the field by formal dispatch.
 3. 4. Provide more extensive admin/financial training of personnel processing for field assignments, including clericals, prospective contract wives, Chiefs of Station, and Chiefs of Base.
 2. 5. Consider increased use of male Administrative Assistants in the field as possible training ground for those of JOT calibre. *Being done to some extent.*
 3. 6. Establish centralized administrative groups either in the field or at Headquarters for those areas having a concentration of small Stations and Bases requiring assistance.
 2. 7. Replace FPA with CMR's at small stations where practicable. *Proposal by Logistics is under study.*
 2. 8. Institute per annum expense allowances for Staff and Career Agents. *SSA Working on final draft of proposal.*

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- 2, 9. Have each division establish a position for a Case Officer whose sole responsibility would be the handling of deep cover assets. *DDP setting up position for this. Some divisions currently doing this.*
- 2, 10. Review administrative workload on each field station with a view to eliminating all but essential requirements. *SSA is reviewing this subject.*

SUPPORT CAREER SERVICE:

- 3, 1. Greater initiative should be taken by the Support Career Service in filling positions which fall in the gray area between Administration and Operations.
- 3, 2. Identify available developmental working assignments at the GS-7 to GS-13 level.
- 2, 3. Extend developmental assignments to include the DD/I area. *The movement of 5 careerists into the DD/I is under study.*
- 3, 4. Establish balance between the number of SA type positions and the number of qualified Careerists so as to avoid either lack of assignment possibilities or forfeiture of available assignments.
- 1, 5. Recompose the Admin Career Board to include a greater number of Support Officers. *Paper has been prepared.*

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